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Office Memorandum • UNITED STATES GOVERNMENT

TO : Assistant to DCI

DATE: 18 MAY 1956

FROM : Director of Training

cc destroyed
8-3199

SUBJECT: Weekly Summary Report
(Combined Report for Period 11 April through 8 May 1956)

INTRODUCTION

The Office of Training has the following items to report: (1) briefings conducted by OTR for senior officials of the Agency; (2) arrangements by OTR for briefing on the role of CIA in the U. S. Government for a group of civilian executives; (3) the cable writing refresher course; (4) [REDACTED] and (5) a conference on International Communications.

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BRIEFINGS FOR SENIOR OFFICIALS OF CIA

The Office of Training is conducting a series of briefings on its major activities for the DD/S, his deputy, and executive officer. Briefings have already been given by the Language and External Training School and by the Assessment and Evaluation Staff. They are to be followed by presentations by the Basic and Operations Schools. The Director of Training would be happy to arrange for similar briefings for other senior officials.

BRIEFING FOR CIVILIAN EXECUTIVES

In response to a request from Mr. Russell G. Bellezza, Assistant Administrator, Business and Defense Services Administration, U. S. Department of Commerce, arrangements have been made by OTR to provide a briefing on the role of the Central Intelligence Agency in the U. S. Government for a group of civilian executives, selected by the Department of Commerce as a reserve executive pool, to be called upon in the event of a major national emergency. This group has received the necessary clearances from the Office of Security and the briefing will take place on 23 May 1956.

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CABLE WRITING REFRESHER COURSE

The response of DD/P employees to the Cable Writing Refresher course has been so favorable that the Clandestine Services Training Officers have received many requests to increase the attendance quotas. Accordingly, the Office of Training has agreed to raise the overall attendance figure from 120 to 140 students for the next four runnings. OTR has made a complete set of tape recordings of this program which can be transcribed and given dissemination at both headquarters and in the field. 25X1



CONFERENCE ON INTERNATIONAL COMMUNICATIONS

A representative of the Office of Training attended a conference on International Communications sponsored by the Center for International Studies, MIT. The purpose of the conference was to consider a new program of instruction, at the graduate level, designed to prepare professional personnel in research or operations in the field of propaganda. The focus of the program will be on ways in which communications among nations affect their policies and the attainment of their objectives. This office is ascertaining the extent of Agency interest in participating in the program which begins in September 1956.



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MATTHEW BAIRD

**CC: 1 - DD/P
1 - DD/I
2 - DD/S**

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